

UDOT Consultant Selection Team Interview Format Worksheet Form

Project Number: _____

Name / Location of Project: _____

The Utah Department of Transportation Selection Team (Team) has determined interviews are necessary prior to selecting a consultant for the above project. This form will assist the Team in determining the format of these interviews.

Date & Location of Interview:

Interviews will be held starting at _____ (time) on _____ (date), at _____ (location).

Short-listed Firms:

The Department will be interviewing the following firms (two to five):

List Firms

- (Firm A) _____
- (Firm B) _____
- (Firm C) _____
- (Firm D) _____
- (Firm E) _____

Format:

The following items are standard in consultant selection interviews.

- The UDOT Selection Team will use the “Selecting by Consent” method to select a consultant. Consent is defined as the willingness of all Selection Team members to accept a decision reached by a collaborative process.
- Up to five key consultant personnel are allowed to attend the interview, one of which must be the Consultant Project Manager.
- Principals of a company are not allowed to attend the interview unless they are a key person on the project.
- Individuals may only interview on one Consultant Team.
- Each consultant attendee should have a visible name identification tag.
- Consultants will not be given the questions in advance of the interview.

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- All consultants will be asked the same questions.
- Each consultant interview will be a maximum of 60 minutes including presentation, question and answer, and summation and comment periods.
- The consultant will be given five (5) minutes at the end of the interview for summation and comment.

Short Presentation - Optional:

Do you want consultants to prepare a Short Presentation on their qualifications/approach to the project? _____ (Yes / No)

If yes, the topic of the Short Presentation will be "What will it take to make the project successful?"

Determine Time Lengths and Sequence of Interviews:

List time lengths for each section of the interview. The interviews will be conducted in the sequence order listed below.

Minutes

- _____ (0 or 10 min.) Short Presentation – Optional
- _____ (40 – 55 min.) Question and Answer period
- 5 min (5 min.) Consultant Summation and Comment period
- 60 min Total (60 min. maximum)

Determine Level of Visual Aids Allowed:

Determine what level of visual aids consultants will be allowed to use during their Interview.

- ☐ No visual aids;
- ☐ Use of whiteboard;
- ☐ Consultant may refer Selection Team to graphics from Consultant's Statement of Qualifications (SOQ); and/or,
- ☐ _____ (0 - 3) Pre-prepared presentation boards
 - Boards will be a standard size of 24" x 36"
 - Consultants must duplicate boards on 11" x 17" handouts.
 - Boards/handouts must state the Project Number, Project Location/Description, and name of Consultant.
 - Handouts are limited to duplication of boards with **NO** additional information.
 - Consultant Services will retain two sets of the handouts. The rest of the copies will be collected and returned to the Consultant at the end of their interview.

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Determine Final Selection Score Weights:

Statements of Qualifications (SOQ's) are now part of the final scoring. Enter weights you want assigned to the following. (Note: Consultant Summation and Comment Section is considered part of the Question and Answer Period for scoring purposes.)

- 30 % SOQ is 30 % of final score
 - _____ (Short Presentation weight, 0 or 10 % of final score)
 - _____ (Question and Answer period weight, 60 or 70 % of final score)
- _____ 100 % Total

Release Debriefing Information to Consultants?:

All consultants who submitted an SOQ will be told the scores they received on their SOQ's and the first ranked consultant's scores. The short-listed consultants will also be told the SOQ scores for other short-listed consultants.

Do you wish the Strengths & Weaknesses you observed in the consultants' SOQ's released to consultants prior to the interviews? _____ (Yes / No) If no, then the information will not be released to any of the consultants until after the interviews.

Develop Topics for Questions:

List possible topics of questions you may be asking. Consultants will be given the topics of the questions in advance of the interviews. Giving the topics to consultants assists them in determining which five key personnel to bring to the interviews.

- (Topic) _____
- (Topic) _____
- (Topic) _____
- (Topic) _____
- (Topic) _____

Develop Questions:

All consultants will be asked the same questions. The recommended number of questions is between 3 and 7, dependent on time allowed for this section. From questions asked in the past, you can estimate each question and the Consultant's response will take approximately 7-8 minutes. Once the questions are developed, you will need to assign a weight of between 1 and 4 to each question and between 0 and 2 to the Summation and Comment period. The total weight for the Question & Answer and Summation & Comment Section is 10.

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<u>Weight</u>	<u>Questions (3-7)</u>
• _____	1. _____ _____
• _____	2. _____ _____
• _____	3. _____ _____
• _____	4. _____ _____
• _____	5. _____ _____
• _____	6. _____ _____
• _____	7. _____ _____
• _____	Consultant Summation and Comment
<u><u>10</u></u>	Total